

Perkins Budget Amendment Process

1. CTE teacher may contact Cluster Specialists about new requests to see if requests are “approvable” before they submit requests to consortium, multidistrict, or single district CTE director (e-mail or phone will be fine), especially if he or she is unsure if the request will be approved **BUT . . .**
2. CTE teacher must then submit amendment requests **to the consortium, multidistrict, or school district CTE director.** Perkins requires that requests be approved before and not after they are purchased. Purchasing items before OCTE approval may not be approved and reimbursed.
3. Consortium, multidistrict, or school district CTE director then makes changes to previously approved Excel spreadsheet and renames it to School/Multidistrict/ Consortium XYZ, Amendment 1, 2, 3, etc. (Example: Sioux Falls Amendment 1).
4. OCTE then approves amended application, sends email notification to Grants Management Office and the director. Grants Management issues an award letter with new amended budget to consortium, multidistrict, or school district CTE director by mail.

Please limit the number of amendments as much as possible. Each time an amendment is made, Grants Management must then send out a letter with the new approved amount. If we could hold amendments to 3-4 times a year, that would be very helpful it will also mean less confusion on all sides.

Any questions on the amendment process can be directed to Brad Bies (brad.bies@state.sd.us or 605-773-4726) any of the cluster specialists.